Job title: Environmental Projects Officer

Grade: 7 (subject to job evaluation)

Our Vision

An innovative, ambitious, and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth.
* Live in thriving and sustainable communities
* Be healthier and more independent for longer.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish, and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make
courageous decisions
* Empowering – We empower and support our people by giving them
the opportunity to do their jobs well.

About the Service

The Business and Enterprise Service of Staffordshire County Council sets the strategy and direction and creates the conditions for growth in Staffordshire’s £18 billion diverse economy.

The Business and Enterprise team oversees a broad range of services along with other parts of the County Council’s Economy, Infrastructure and Skills Directorate including:

* The operation of our Enterprise Centres to enable our businesses and the wider economy to thrive.
* Funding advice and wider support to encourage new business start-ups, innovation, and opportunities for a more sustainable economy.
* Setting the direction and vision of our visitor economy on behalf of the Staffordshire Destination Management Partnership
* Planning Policy and Regulation work to shape the direction of future growth in Staffordshire and the management and safe operation of our minerals and waste resources.
* Physical Regeneration Projects revitalising Staffordshire’s communities and creating the conditions for growth for Staffordshire’s businesses and investment support activities to encourage new investors and facilitate local businesses to grow.
* A County Farms service offering tenant farm opportunities for new entrants to the farming sector or for those looking to expand their current businesses.

Reporting Relationships

Responsible to: Environmental Support Manager

Responsible for: None

Key Accountabilities:

To provide principal support to the Environmental Support Manager and with aspects of the day-to-day management, co-ordination and delivery activities associated with Environmental Business Support.

This will involve working in partnership with Project partners such as sben, business representatives, project applicants and colleagues in all services both within and outside Staffordshire County Council.

The accountabilities of the post will be:

* Under the direction of the Programme Manager, responsible for the management of specific programme elements and providing funding advice to those within the County Council and partners with the intent to manage programmes of business support.
* Provide business support advice, guidance and coaching to environmental project applicants and clients, to achieve the overall project goals.
* To assist in the panel approval process by checking submitted project applications in terms of eligibility, relevance and strategic fit.
* Recording and monitoring the progress and performance of project applicants and supported projects, ensuring a robust audit trail.
* Maintain the programmes physical records and project files as per corporate responsibilities.
* Assist in the collation and analysis of statistical information for the evaluation of associated projects/partner activity in accordance with agreed outputs and targets by entering information and maintaining data bases.
* To work in partnership with other organisations to promote the objectives of the Environmental Business Support team.
* Develop case studies and marketing materials for website and social media, in line with the County Councils publicity rules, to support the uptake of schemes.
* Assist in the organisation and attendance of promotional events to encourage business applications and uptake.
* To be aware of and observe County Council and departmental policies, regulations, and procedures, in relation to all activities of the Economic Planning & Prosperity.

* Manage the environmental business support web pages, keeping it up to date with programme information.
* From time to time carry out specific tasks as directed by the Programme Manager.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives.

**Financial Management:**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes.

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident****Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership*** NVQ 3 in Business Administration or equivalent relevant experience
* An IT qualification or equivalent relevant experience
* Educated to GCSE in Math’s and English or equivalent qualification / experience
 | AAA |
| **employer_small** | **Knowledge and Experience*** Knowledge of environmental markets and opportunities
* Knowledge of external funding and public sector administration systems
* Knowledge of audit procedures
* Computer literate including significant expertise in Word, Excel, PowerPoint, Access and Outlook
* Understanding of marketing and promotional techniques
* Knowledge of website development and maintenance
* An understanding of the issues facing businesses and business support available
 |  A/IA/IA/IA/IA/IA/IA/I |
|  | **Skills** * The ability to work effectively under pressure and manage a variety of tasks simultaneously.
* High level of interpersonal skills with the ability to communicate effectively both orally and in writing.
* Committed to delivering excellent customer service
* Confidence and ability to work with a minimum of supervision.
* Effective time management skills.
* Ability to work effectively in a team.
* Commitment to personal development.
* Full current driving licence and demonstrate a willingness to travel across Staffordshire and neighbouring locations.

This post is designated as a casual car user  | A/IA/IA/IA/IA/IA/IA/IA/I |

**** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job center plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Recruitment Admin Team on 01785 278300**

**Shared Services on 01905 947446**